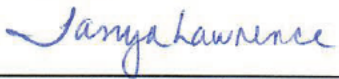




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. N026013	2. Incumbency Allocation Only? May be IAed
3. Reason for Submission New	4. Employing Office Location AO/OCR	5. Duty Station Washington, DC		6. BUS Code 8888	
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt - Administrative	8. Financial Statements Required No Financial Disclosure Required		9. Cybersecurity Code a. 000	
	10. Position Status Competitive	11. Supervisory Status Code 8 - All Other Positions		b. 000 c. 000	
	12. Competitive Level Code	13. Competitive Area		14. Drug Testing No	
	15. Extramural % 0%	16. Functional Class Code N/A		17. Medical Monitoring No	
	(b) (6)				
	21. Emergency Essential No	22. Developmental Position No		23. Full Performance Level GS-13	
24. Position Classification	Official Title of Position			Pay Plan	Occupational Code
a. Official Allocation	Equal Employment Specialist			GS	0260
25. Organizational Title of Position (if different from official title) NRAC Equal Employment Specialist				26. Name of Employee (if vacant, state such) Tropp, Kristin	
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code	1st Tier Org Description Environmental Protection Agency				
b. 2nd Tier Org Code	2nd Tier Org Description Office of the Administrator				
c. 3rd Tier Org Code A0D00000	3rd Tier Org Description Office of Civil Rights				
d. 4th Tier Org Code	4th Tier Org Description				
e. 5th Tier Org Code	5th Tier Org Description				
28. Supervisory Certification I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kevin J. Bailey, Deputy Director, OCR			b. Typed Name and Title of Higher-Level Supervisor or Manager Vicki Simons, Director, OCR		
Signature Bailey, KevinJ		Date Digitally signed by Bailey, KevinJ Date: 2019.08.28 10:05:40 -04'00'	Signature VICKI SIMONS		Date Digitally signed by VICKI SIMONS Date: 2019.08.28 16:07:01 -04'00'
29. Classification/Job Grading Certification I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position MICHELLE BROSEAU, HR SPECIALIST (CLASSIFICATION)			30. Position Classification Standards Used in Classifying/Grading Position Equal Employment Opportunity Series, GS-0260 TS-49 November 1980		
Signature		Date 09/30/19			
(b) (6)					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington D.C.		2. POSITION NUMBER N026013	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position EEO Series GS-0260 11/80					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Equal Employment Specialist	GS	0260	13	001
4. Supervisor's Recommendation	National Reasonable Accommodations Coordinator	GS	0260		
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. OFFICE OF THE ADMINISTRATOR			g.		
c. OFFICE OF CIVIL RIGHTS			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0D00000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor TANYA LAWRENCE, ACTING DIRECTOR, OCR			d. Typed Name and Title of Second-Level Supervisor JOHN E. REEDER, DEPUTY CHIEF OF STAFF		
b. Signature 		c. Date 5-4-17		e. Signature 	
				f. Date 5/4/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
(b) (6)		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code _____	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 5/26/17	
(b) (6)					

**National Reasonable Accommodations Coordinator
Equal Employment Specialist
GS-0260-13**

INTRODUCTION

The position is located in the Environmental Protection Agency (EPA), Office of the Administrator (AO), Office of Civil Rights (OCR), in Washington DC. The employee serves as the National Reasonable Accommodations Coordinator (NRAC) and the assistant program manager of the Reasonable Accommodation Program (RAP) for the Agency.

MAJOR DUTIES AND RESPONSIBILITIES

1. The NRAC provides expert advice and guidance for the National Reasonable Accommodation Program and supports the Senior NRAC in overseeing the process by which the Agency complies with the mandated requirements of laws, policy, and regulations relating to the Rehabilitation Act of 1973 (Section 501) and Americans with Disabilities Act (ADA) as amended. The NRAC develops and prepares data and analyses for use by the Senior NRAC to support the management of the Agency's Reasonable Accommodation Program. This includes reviewing case management processes to achieve measurable, consistent, efficient, and effective reasonable accommodations. This support also includes planning and organizing training programs, factsheets, and resources for Agency employees, managers, and other stakeholders. Under the program direction of the Senior NRAC, incumbent provides training to EPA personnel and provides expert guidance to staff on Reasonable Accommodation issues.
2. In order to preserve confidentiality and prevent conflict of interest within EPA, the NRAC works with the requestor (employees and applicants) and the decision-maker throughout the reasonable accommodation process independently from any OCR management involvement or consultation. The NRAC analyzes confidential medical documentation to make a determination of disability by applying the Equal Employment Opportunity Commission's (EEOC) nine rules of construction. By determining and designating that an EPA employee is a person with a disability, the NRAC binds the Agency to determining whether the employee is a qualified individual with a disability, and if so, binds the Agency to engaging in an interactive process for providing an effective reasonable accommodation for the person with a disability. The NRAC also prepares and presents the rationale for reasonable accommodation decisions made in controversial cases.
3. The NRAC assists the Senior NRAC in providing guidance and training to Agency LORACs (Local Reasonable Accommodation Coordinators). The NRAC reports tracking, aggregate data of numbers, types of RAs, etc., to the Senior NRAC, the Director and Deputy Director and other senior management (e.g., Deputy Civil Rights Officials,

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Date classified: May 26, 2017
Date revised: September 30, 2019
Program Management).

4. The NRAC supports the Senior NRAC in the evaluation of the RA Program and process and stays abreast of changes in laws, and headquarters' policies to identify relationships or applicability to the RA program. The incumbent reviews and evaluates Agency programs, partnerships, and recurring issues in order to determine areas needing improvement and further review by the Senior NRAC. The incumbent provides expertise on Reasonable Accommodation precedents, existing, and new techniques and procedures. This includes researching alternatives and resolutions to unique and sensitive problems. The NRAC uses judgment in interpreting program policy and regulatory guidance, automating a process, and in providing critical data and analyses to the Senior NRAC to develop new Agency policies.
5. Along with the Senior NRAC, develops and provides training on the RA process to both employees and management. The training is offered on a routine basis and at the request of program offices and regions, is tailored to address specific needs and circumstances of the organization.
6. Provides support to the Agency's disability program managers and others relative to the RA program. This includes providing data and other information during the development of the annual Management Directive 715 (MD-715). Leads and/or participates on workgroups related to disability employment matters. Engages with the Office of Human Resources, the Office of General Counsel and other Agency's organizations as necessary.
7. Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION: Level 1-8

1550 Points

- Knowledge of law, policy, and regulations related to Americans with Disabilities Act (ADA) and Reasonable Accommodation (RA). Possesses an understanding of agency priorities and technical risks sufficient to provide guidance and advice to the Senior NRAC, Director and Deputy Director of the Office of Civil Rights (OCR); provides consultation and advice to supervisors and managers; and technical assistance to EPA employees and applicants. This knowledge is applied in the evaluation, planning, and conduct of comprehensive studies and the management of projects resulting in the development of recommendations and implementation of program policies having substantial impact on the operation of the RA program across the agency.
- Mastered knowledge of quantitative and qualitative techniques for analyzing, developing, and measuring effectiveness, efficiency, and productivity for accomplishing missions and skill in adapting those techniques, or coming up with new techniques to execute, measure, and improve effectiveness and organizational productivity of such assigned programs

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requiring a complex oversight process. This includes analyzing and identifying areas for improvement to ensure regulatory compliance.

FACTOR 2. SUPERVISORY CONTROLS: Level 2-4

450 Points

The supervisor and employee develop mutually acceptable work plans which typically include identification of work to be done. Within established work assignments the employee is responsible for the completion of work and resolving any issues that may arise. Completed projects, evaluations, reports, recommendations and resolutions are reviewed by the supervisor and senior NRAC for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

FACTOR 3. GUIDELINES: Level 3-4

450 Points

Guidelines include laws, executive orders, policy statements, and court/appeal decisions. Guidelines are used to structure local program initiatives and handle individual problems; Many significant problems not covered by guidelines are encountered. The incumbent exercises judgment in interpreting existing guides to develop affirmative action initiatives, complaints processing policies, and plans to meet EEO goals/objectives.

FACTOR 4. COMPLEXITY: Level 4-5

325 Points

The NRAC assists the Senior NRAC in planning, organizing, and conducting analyses of the assigned programs which will impact other programs. The incumbent supports the Senior NRAC through the production and analysis of data and recommendations for solutions to agency wide reasonable accommodation issues and the development of agency programs. The NRAC must take into consideration the broad range of agency programs, union agreements, national regulations, and varying individual cases when performing this analysis and making recommendations to senior personnel. This requires extensive fact finding, review, and analysis, and application of new methods and approaches to evaluate the many facets that compromise the reasonable accommodations program. This will ultimately result in the development of guidance, procedures, regulations, policies, and training that will be instrumental affecting this program and related federal and union requirements.

FACTOR 5. SCOPE AND EFFECT Level 5-5

325 Points

The NRAC develops and provides technical guidance and advice to the Senior NRAC on the most appropriate method or procedure of analysis and evaluation to ensure optimum management strategy to provide reasonable accommodations for persons with disabilities. Formulates project methodology to help the Senior NRAC identify operational and analytical techniques which accomplish project objectives and produce explicit findings/results. Foresees the pros and cons of alternative solutions and explains these to the Senior NRAC, management and other personnel/analysts. The NRAC's leadership as program manager and by completing RA requests contributes to the effective, efficient operation of the RA program for the Agency. The NRAC collaborates with the Senior NRAC to identify and develop the necessary procedures and policy to ensure consistency, effectiveness and efficiency.

FACTOR 6. PERSONAL CONTACTS AND FACTOR Level 3-C

180 Points

FACTOR 7. PURPOSE OF CONTACTS:

The NRAC works regularly with the Senior NRAC and senior management and high-ranking officials agency-wide. The NRAC works as a neutral with Office of General Counsel, Labor Employee Relations (LER), Program Management Officers (PMOs) as well as all levels of management, and Unions. The purpose of contact is to obtain or exchange factual information. During or after development of complex policy, projects and studies, the purpose of the NRAC's contacts will be to influence managers or other officials to accept and implement policy and recommendations on organizational improvement or program effectiveness, and to resolve controversial issues relating to compliance within the mission areas. Recommendations involve issues related to organization conflict, related to design or functions of mandated programs, and may significantly change the nature or scope of the organization. The NRAC may also work with RA counterparts in the federal government to exchange ideas, processes, etc.

FACTOR 8. PHYSICAL DEMANDS: Level 8-1

5 Points

Work performed involves sitting at a desk, sitting in conferences and meetings. No special physical demands are involved in performing the work. There may be occasional brief visits to other EPA sites during the reasonable accommodation process.

FACTOR 9. WORK ENVIRONMENTS: Level 9-1

5 Points

The work environment typically involves normal everyday low risks or discomforts typical of offices. Work areas are adequately lighted, heated, and ventilated. Requires occasional travel.

Total Points: 3290

GS-13: 3155-3600